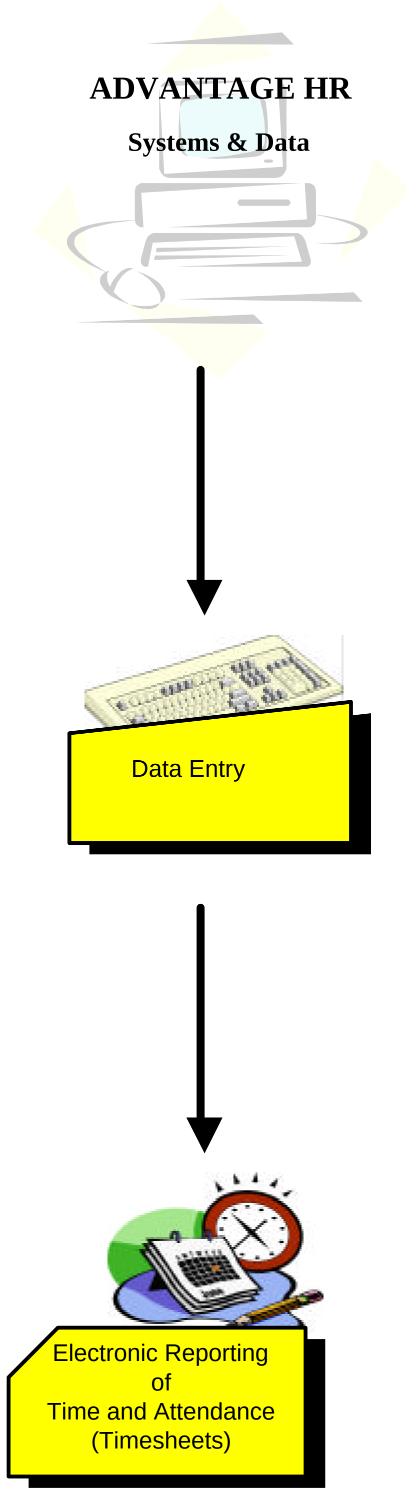
TOPIC 3: ENTERING & CORRECTING TIME FOR POSITIVE PAY

The purpose of this topic is to present the steps involved in entering and correcting time for positive-paid employees in the SAM II HR/Payroll System. In this topic you will enter time using the Current Period Timesheet (CPER) and make corrections to time that was erroneously entered using the Prior Period Timesheet (PPER). You will then process those timesheets and use the Document Listing (SUSF) to view on-line pending timesheets. Finally, you will open a pending timesheet.

At the end of this topic, you will be able to:

- Create a Current Period Timesheet
- Create a Prior Period Timesheet
- Process timesheets
- Scan existing pending timesheets
- Open a pending timesheet

ENTERING AND CORRECTING TIME FOR POSITIVE PAY



ENTERING AND CORRECTING TIME FOR POSITIVE PAY

In order to pay a positive-paid employee, you must enter the hours the employee has worked and the leave the employee has used within a pay period. Positive-paid employees are only paid for the hours of work and leave that are submitted through on-line timesheets for a particular pay period. If an on-line timesheet is not submitted, the employee is NOT paid.

Agencies will record an employee's time on timesheet documents in the SAM II HR/Payroll System. These documents utilize on-line entry of time and leave events. The codes for pay and leave events are consistent for all state agencies based on statewide standards. The valid codes for pay and leave are found on the Event Type (EVNT) table.

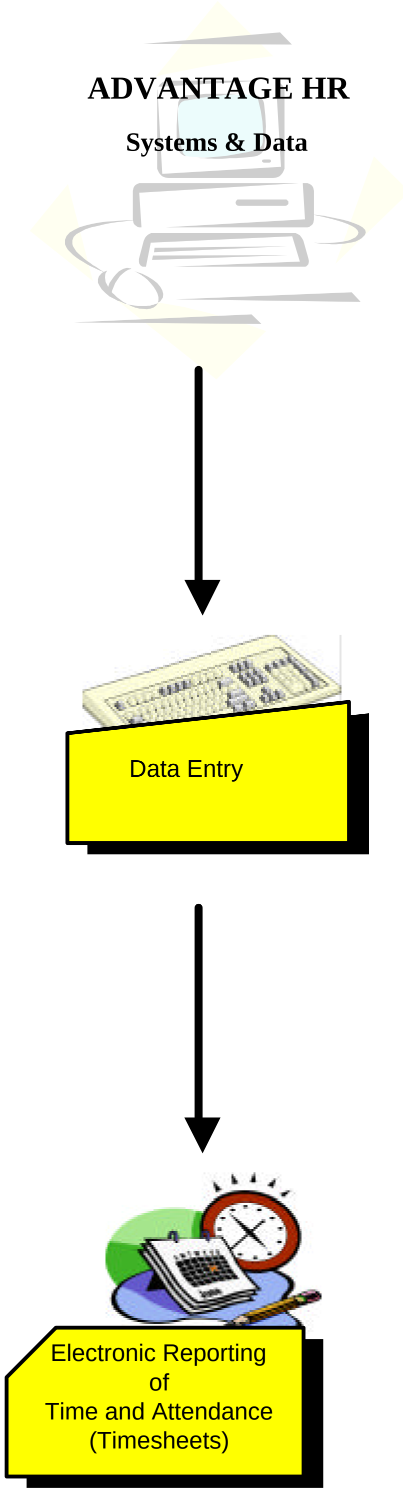
Whether a current period timesheet or a prior period timesheet is used depends on the pay cycle. A current period timesheet is used to record time worked and leave taken during the current pay period. The prior period timesheet is used to record time worked and leave taken during a prior pay period. It can also be used to correct time erroneously entered in the previous pay cycle.

In this topic, we will focus our attention on the Current Period Timesheet (CPER) and the Prior Period Timesheet (PPER).

To fill out a timesheet, you will access the appropriate timesheet using the Go To button on the SAM II Desktop Navigator. You will then complete an initial window, called a Batch/Document Entry window. This window acts as a doorway that will allow you to create a new timesheet, open a specific timesheet or scan all existing timesheets.

In order for the timesheet to affect payroll, it must be edited for errors, approved and run. The Process: Edit function checks for errors. It verifies the validity of the events and the employee's leave/pay policies. It also checks if the employee has sufficient leave balances to cover the specified leave. Once the timesheet is free of errors, and approvals are applied, it is ready to be run. The database will then be updated with the information contained in the document.

ENTERING AND CORRECTING TIME FOR POSITIVE PAY



ENTERING AND CORRECTING TIME FOR POSITIVE PAY

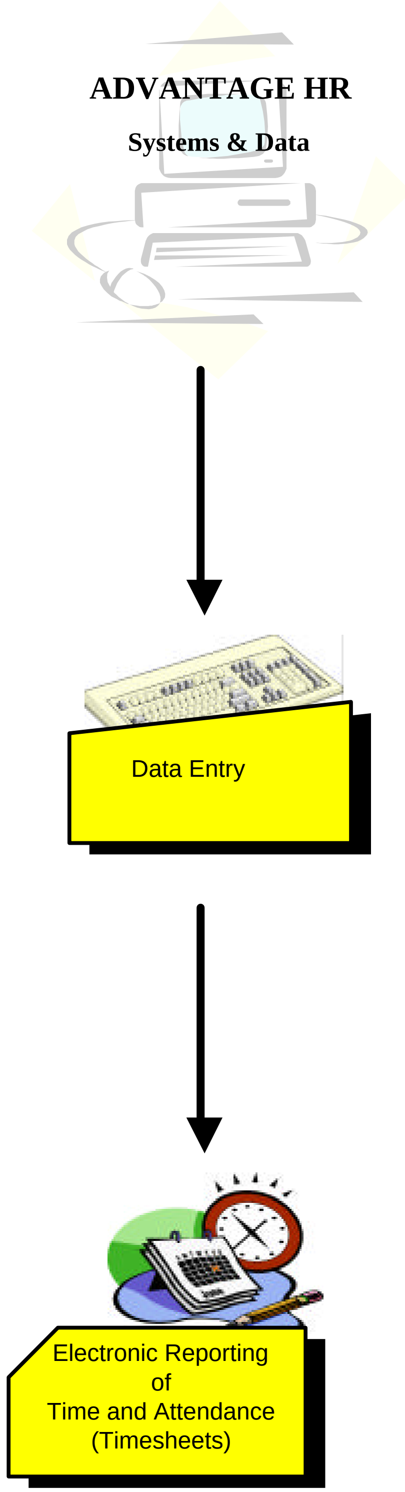
An agency can also “freeze” a timesheet using the Schedule, Queue or Save process. The Edit and/or Run process can be completed at a later time. These documents are held on the Document Listing (SUSF) window. The timesheet will not affect payroll until action is taken to edit and run the timesheet.

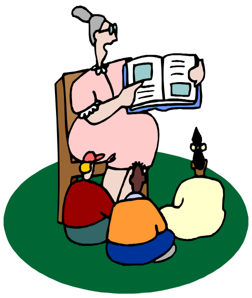
All timesheets are visible on-line regardless of their status. You can “scan” all timesheets either by Document ID order or by Employee Name order. Using either of these options will enable you to view timesheets that are within your security profile.

You will be able to open a specific timesheet in one of three ways: 1) using the open option on the Batch/Document Entry window, 2) using the Document Listing window (SUSF), or 3) Using the Timesheet Roster window (QTRS).

Let’s get started by looking at the fields involved in creating and processing a CPER for a positive-paid employee. Then we will access a PPER in order to correct an error that was entered in a prior pay period. Finally we will access a timesheet that was previously placed on hold by using the Document Listing (SUSF) window.

ENTERING AND CORRECTING TIME FOR POSITIVE PAY





SCENARIO

You are a timekeeper and you have received the timesheet shown below to enter time for an employee, who worked in the current pay period. This employee is paid on an hourly basis (positive-paid) and does not accrue leave.

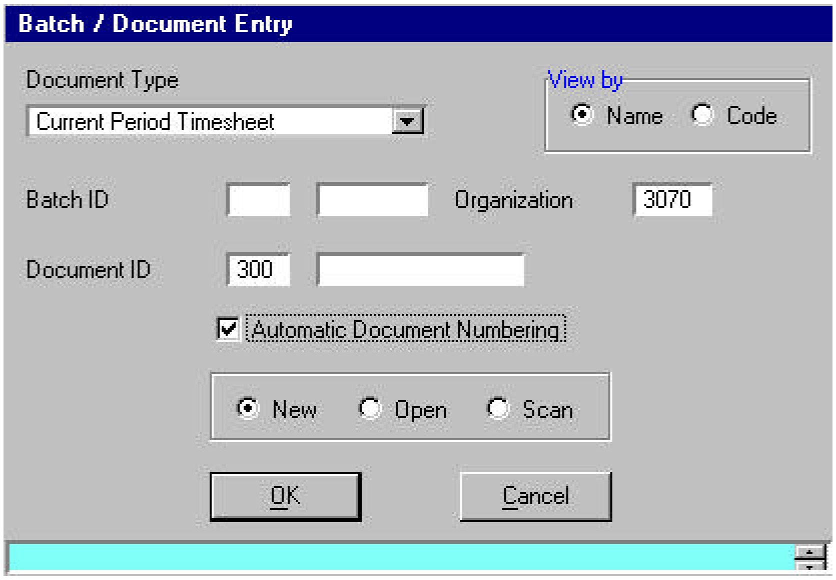
Official Time and Leave Report

PAY PERIOD DAYS	HOURS WORKED
1ST	7
2ND	6
3RD	8
4TH	8
5TH	7
6TH	5
7TH	7
8TH	8
9TH	7
10TH	8

Let's look at the steps involved in creating a CPER.

Remember: Some positive paid employees can accrue leave. In this scenario, this particular employee does not accrue leave.

CURRENT PERIOD TIMESHEET (CPER)



NOTES

CURRENT PERIOD TIMESHEET (CPER)

The Current Period Timesheet (CPER) is used to record time worked during the current pay period. The begin date and end date for the current pay period for the employee is determined by the Start Date and End Date for the employee's payroll number on the Pay Period (PERD) window. Only events that occur on or after the pay period Start Date, and on or before the End Date, are considered "current" and can be entered on a CPER. The date that the CPER is entered or processed does not need to be in the current pay period, as long as the event date is in the current pay period.

Let's complete a CPER.

Step 1 To open a CPER from the SAM II Desktop Navigator window, click on the Go To button. Type **<u>CPER</u>** in the **CODE**. Click on the Open button.

You will receive an initial window entitled "Batch/Document Entry". This window acts as a doorway to various documents within the SAM II HR/Payroll System.

Step 2 Populate the following fields on the Batch/Document Entry window.

ORGANIZATION – Required. This field is used to invoke any organization-specific Workflow rules. If an organization code is not entered, the document will be routed according to agency-wide rules. Enter the organization code appropriate to the employee(s) you will be entering timesheets for. Valid values are found on the Organization (ORGN) window. **<u>SEE STUDENT CARD</u>**.

VIEW BY – Required. Select appropriate radio button to choose whether options shown in the Document Type menu will be listed by Window Name or Window Code. Confirm that **NAME** is checked.

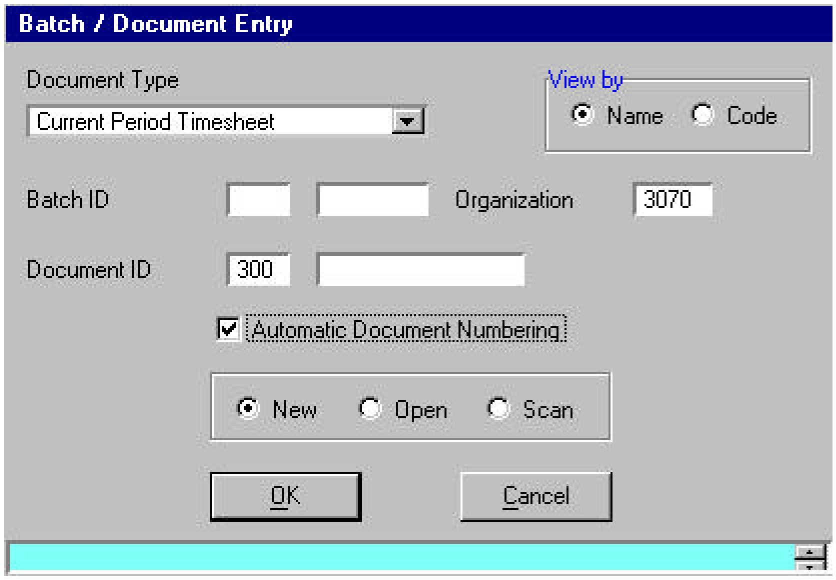
DOCUMENT TYPE – Required. Select the type of document you want to work on. Confirm that **CURRENT PERIOD TIMESHEET** is displayed.

BATCH ID – Optional. The State of Missouri will not be processing these documents by batch.

DOCUMENT ID – Required. In the first field, enter the appropriate agency code assigned to the employee for whom you will be entering a timesheet. Valid values are found on the Agency Index (AGCY) window. **<u>SEE STUDENT CARD</u>**.

The second field of the Document ID is optional. You can enter a unique document number. Agencies will determine their own numbering scheme. A document number can be up to twelve characters. **<u>SEE STUDENT CARD</u>**.

BATCH/DOCUMENT ENTRY WINDOW



NOTES

CURRENT PERIOD TIMESHEET (CPER)

Step 3 Populate the remaining fields in the Batch/Document Entry window.

AUTOMATIC DOCUMENT NUMBERING – Optional. If the box for the "Automatic Document Numbering" is checked, the system will automatically assign a document number to the CPER. **CHECK BOX**.

NOTE: Each agency has the ability to setup their agency-specific document number prefix on the Automatic Document Numbering (ADNT) table. This table also allows agencies to control the range of document numbers. For most agencies, the document numbering system would be:

(Doc) (Agency Code) (Org Code/Pay Period/System-generated Number)

For example: CPER 010 101012000001

Doc – CPER

Agency – 010

Org – 1010

Pay Period – 12 (based on 24 pay periods in a year)

System-generated Number – 000001

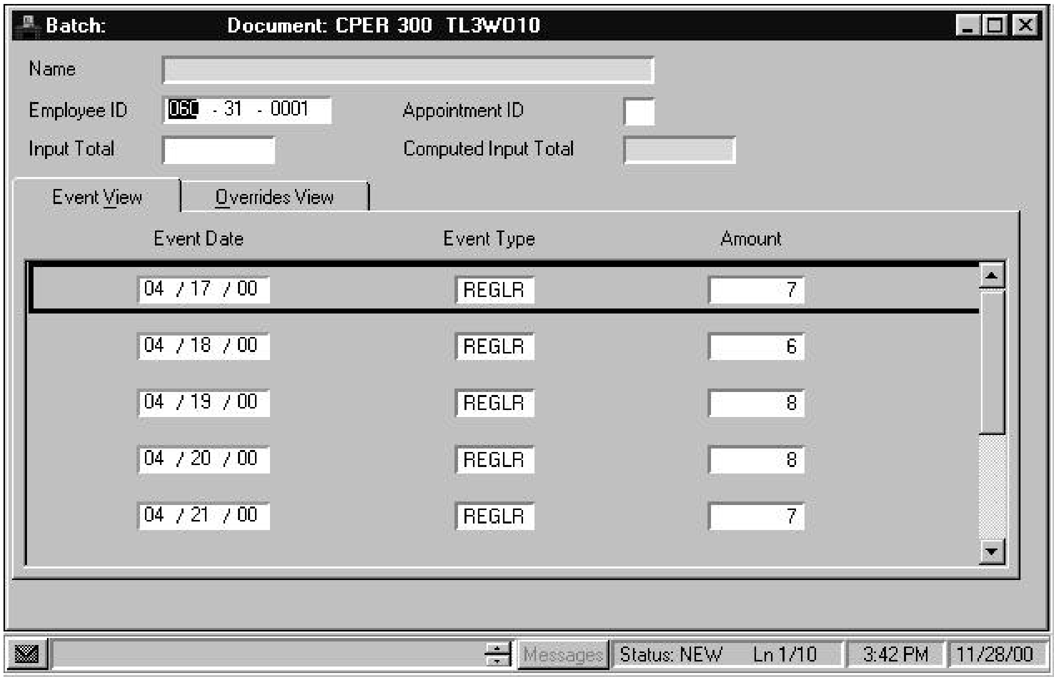
Some agencies may utilize a different scheme of document numbering. You will need to consult your agency's policy.

NEW/OPEN/SCAN – Required. Select the radio button of the action you wish to take. Confirm **NEW** is selected.

Step 4 Once you select the OK button, A **CPER** document will open.

> The completed Document ID, generated by the system, will be displayed at the top of the CPER.

CURRENT PERIOD TIMESHEET (CPER)



NOTES

CURRENT PERIOD TIMESHEET (CPER)

Step 4 Populate the fields on the header section of the CPER.

NAME – Inferred. The name of the employee is displayed.

EMPLOYEE ID – Required. Enter the employee's Social Security number. **SEE STUDENT CARD**.

APPOINTMENT ID – Conditional. Indicates the job for which time and/or leave events are being entered. This field will be blank for employees with only one job.

INPUT TOTAL – Optional. The field is used to record the user's count of the total hours being entered on this timesheet.

COMPUTED INPUT TOTAL – This field is not used by the State of Missouri.

EVENT VIEW

The Event View panel allows the user to enter the Event Date, Event Type and hours worked.

Step 5 Populate the fields on the "Event View" panel of the CPER.

EVENT DATE – Required. Enter the date of the time worked or the date of the leave event. **SEE STUDENT CARD**.

EVENT TYPE – Required. Enter the code designating the nature of the time or leave. Valid codes are found on the Event Type (EVNT) window. Type **REGLR**.

AMOUNT – Required. Enter the number of hours and minutes of the time or leave event. This is entered as hours and minutes (i.e., 4.25 = 4 hours and 25 minutes not 4 hours and 15 minutes). Type **7**

Since you are entering time for ten working days, you will need to add lines to complete the timesheet.

Step 6 In order to add a line, select **Edit: Insert Line After**. A new line will be added. You will need to add 9 lines.

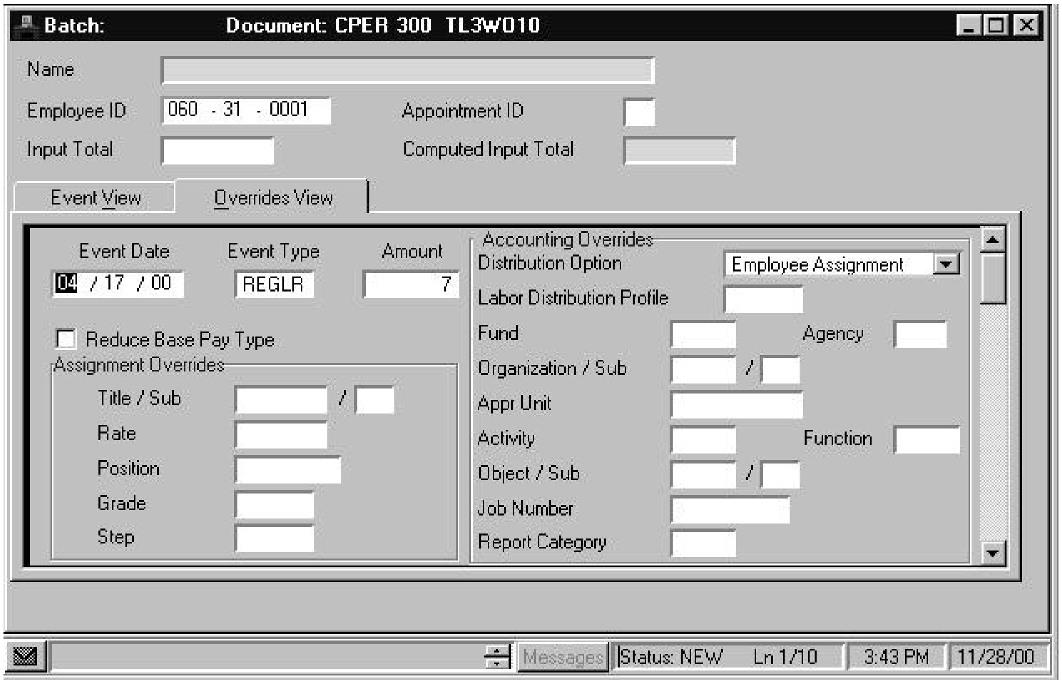
Step 7 Complete the following:

EVENT DATE – **SEE STUDENT CARD** for all lines.

EVENT TYPE – Type **REGLR** for all lines.

AMOUNT – Type **6**, **8**, **8**, **7**, **5**, **7**, **8**, **7**, and **8** for line 2 through line 10.

CURRENT PERIOD TIMESHEET (CPER)



NOTES

CURRENT PERIOD TIMESHEET (CPER)

Step 8 Populate the following fields on the Overrides View panel of the CPER.

OVERRIDES VIEW

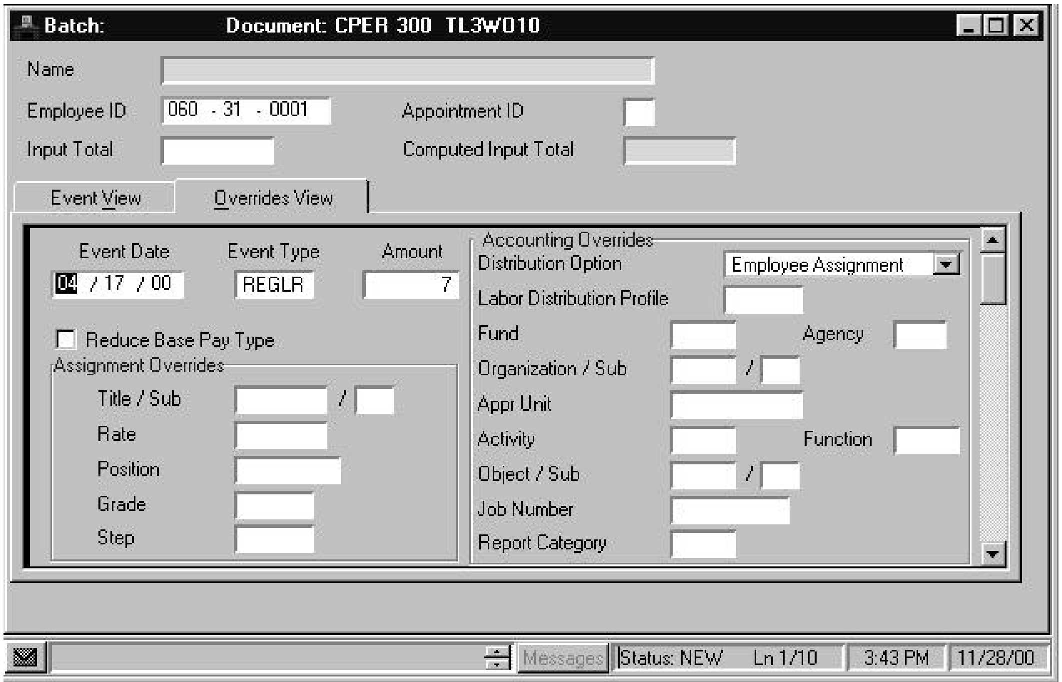
The Overrides View panel contains the same fields found on the Event View panel. In addition, it allows the user to apply an override to the employee's default accounting information for a specified event of time worked or leave taken.

> **REDUCE BASE PAY TYPE –** Optional. Check the box for exception pay employees if this pay amount should be subtracted from the generated base pay amount for the entered event (i.e. if an employee is required to charge some portion of generated base pay to another pay event type or accounting distribution). Leave this field blank if this pay is in addition to generated exception base pay.

The Assignment Overrides fields are not applicable to actions taken on current or prior period timesheets. Changes to an employee's position should be submitted on the Position Status Maintenance (PSMT) window. Changes to an employee's title, sub-title, rate, grade and step should be submitted on the Employee Status Maintenance (ESMT) window.

> **DISTRIBUTION OPTION** – Required. The default is "Employee Assignment" which utilizes the employee's default accounting information. The "Entered Profile" allows the user to override the employee's default accounting information with a labor distribution profile. The option "Entered Accounting Values" allows the user to override the employee's default accounting information with a different accounting strip. The option "Position Assignment" allows the user to utilize the accounting attributes assigned to the employee's position.
>
> **LABOR DISTRIBUTION PROFILE –** Conditional. This is required if "Use Entered Profile" is selected as the "Distribution Option". Otherwise leave this field blank. If Use Entered Profile is selected, select the appropriate code listed on the Labor Distribution Profile (LDPR) window that matches the profile from which pay should be generated.
>
> **FUND –** Conditional. Required if "Distribution Option" is "Use Entered Accounting Values"; otherwise, leave blank. Enter the fiscal or accounting entity under which the position falls. Valid values are located on the Fund Index (FUND) window.

CURRENT PERIOD TIMESHEET (CPER)


Batch: Document: CPER 300 TL3W010

Name

Employee ID 060 - 31 - 0001 Appointment ID

Input Total Computed Input Total

Event View | Overrides View

Event Date	Event Type	Amount
04 / 17 / 00	REGLR	7

Reduce Base Pay Type

Assignment Overrides

Title / Sub /

Rate

Position

Grade

Step

Accounting Overrides

Distribution Option: Employee Assignment

Labor Distribution Profile

Fund Agency

Organization / Sub /

Appr Unit

Activity Function

Object / Sub /

Job Number

Report Category

Messages | Status: NEW Ln 1/10 | 3:43 PM | 11/28/00

NOTES

CURRENT PERIOD TIMESHEET (CPER)

Step 8 Continue to Populate the following fields on the Overrides View panel of the CPER.

AGENCY - Conditional. Required if the "Distribution Option" is "Use Entered Accounting Values"; otherwise, leave blank. Enter the override agency code. Agency must be valid with the entered fund. Valid fund and agency combinations are located on the Fund Agency Index (FAGY) window.

ORGANIZATION - Conditional. Required if "Distribution Option" is "Use Entered Accounting Values"; otherwise, leave blank. Enter the override organization code. Valid values are located on the Organization Index (ORGN) window.

SUB-ORGANIZATION - Conditional. Optional if "Distribution Option" is "Use Entered Accounting Values" and "Organization" is entered; otherwise, leave blank. Enter a sub-organization code. Valid values are located on the Sub-Organization (SORG) window.

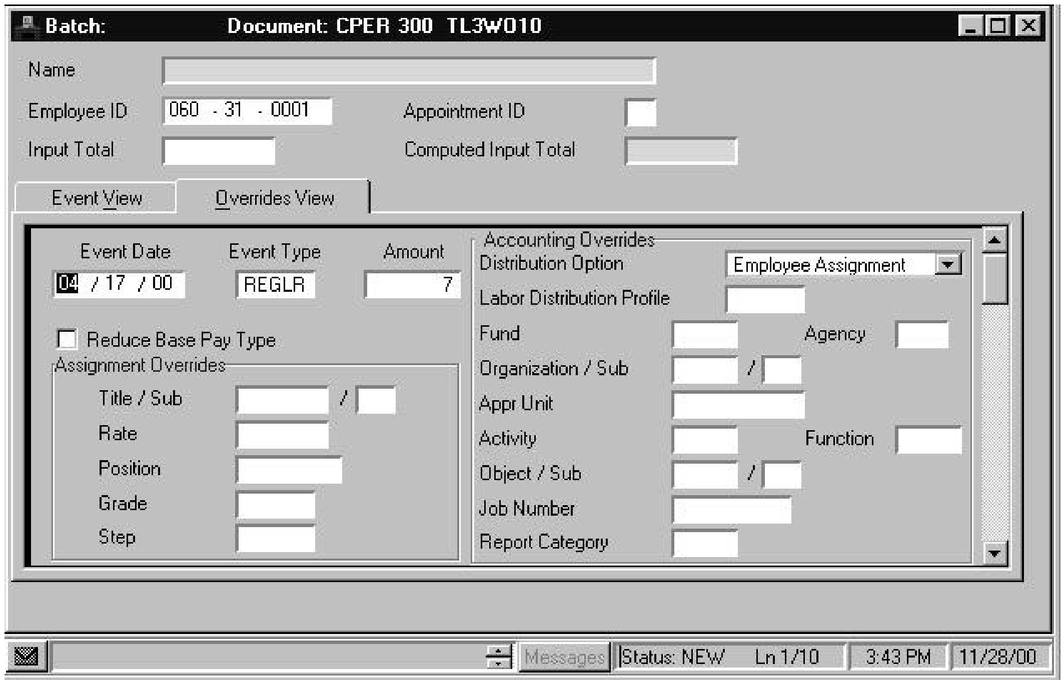
APPR UNIT (Appropriation Unit) - Conditional. Required if "Distribution Option" is "Use Entered Accounting Values"; otherwise, leave blank. Enter the appropriation unit code representing the dollar amount designated by law for a specific purpose. Valid values are located on the Appropriation Index (APPR) window.

ACTIVITY - Conditional. Optional if "Distribution Option" is "Use Entered Accounting Values"; otherwise leave blank. Enter the activity code used for a further breakdown of financial activity. Valid values are located on the Activity Index (ACTV) window.

FUNCTION – Conditional. Optional if "Distribution Option" is "Use Entered Accounting Values"; otherwise leave blank. Enter the function code representing the budget for a group-related activity that is aimed at accomplishing a major service or regulatory responsibility. Valid values are located on the Function (FUNC) window.

OBJECT – Conditional. Required if "Distribution Option" is "Use Entered Accounting Values"; otherwise, leave blank. Enter the object code corresponding to the object of expense provided by the position. Valid values are located on the Object Index (OBJT) window.

CURRENT PERIOD TIMESHEET (CPER)



NOTES

CURRENT PERIOD TIMESHEET (CPER)

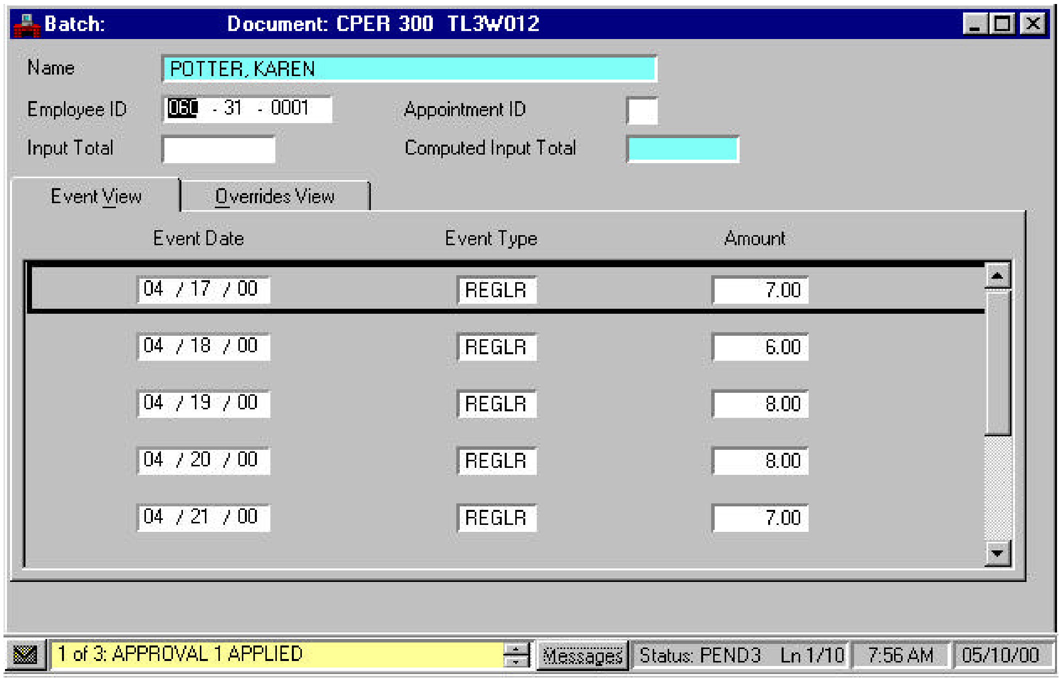
Step 8 Continue to populate the following fields on the Overrides View panel of the CPER.

SUB-OBJECT - Conditional. Optional if "Distribution Option" is "Use Entered Accounting Attributes" and "Object" is entered; otherwise, leave blank. Enter a sub-object code if a further breakdown of object is employed. Valid values are located on the Sub-Object (SOBJ) window.

JOB NUMBER - Conditional. Optional if "Distribution Option" is "Use Entered Accounting Values"; otherwise, leave blank. Enter the job code used to track specific costs associated with particular projects or jobs. Valid values are located on the Job Index (JOBT) window.

REPORTING CATEGORY - Conditional. Optional if "Distribution Option" is "Use Entered Accounting Values"; otherwise, leave blank. Enter the reporting category into which the position falls. Valid values are located on the Reporting Category (RPTG) window.

CURRENT PERIOD TIMESHEET (CPER)



Batch: Document: CPER 300 TL3W012

Name: POTTER, KAREN

Employee ID: 060 - 31 - 0001

Appointment ID:

Input Total:

Computed Input Total:

Event View | Overrides View

Event Date	Event Type	Amount
04 / 17 / 00	REGLR	7.00
04 / 18 / 00	REGLR	6.00
04 / 19 / 00	REGLR	8.00
04 / 20 / 00	REGLR	8.00
04 / 21 / 00	REGLR	7.00

1 of 3: APPROVAL 1 APPLIED | Messages | Status: PEND3 | Ln 1/10 | 7:56 AM | 05/10/00

NOTES

CURRENT PERIOD TIMESHEET (CPER)

You have completed entering an employee's time and/or leave on a CPER and it is time to process and approve the document. Remember that the Process: Edit step applies edits to the timesheet information to verify the validity of the events and the employee's leave/pay policies. It also checks if the employee has sufficient leave balances to support the amounts specified. After a document is free of errors, the necessary levels of approval are applied. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklists based on what stage of the process that the document is in, what your security profile allows you to do, and your agency's workflow rules.

Now let's complete the processing of the CPER you created.

Step 1 Select **Process: Edit.**

If the document is free of errors, a message will appear in the yellow message bar at the bottom of the document window telling you that approvals are ready to be applied. If the document contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1.

Step 2 Select **Process: Approve.**

The document will move to other worklists based upon the levels of approval that need to be applied and what your security profile permits.

Step 3 Close the document.

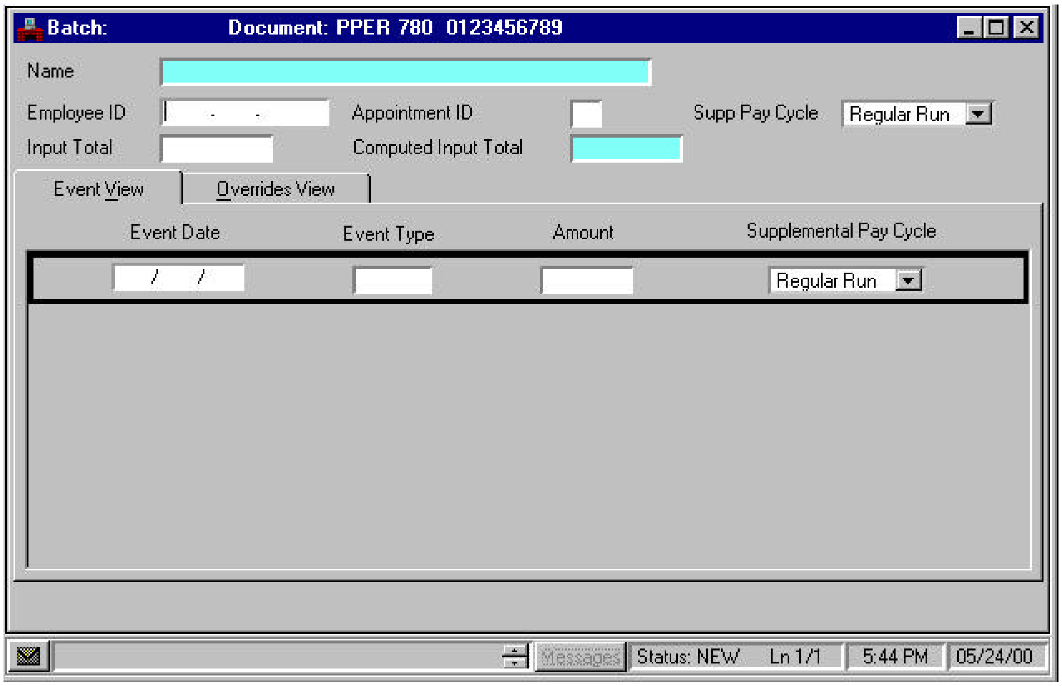
For training purposes, you will stop at this point. In this class, the document is routed to the instructor's worklist. The instructor will complete the next step. However, in the "real world", the final approver will perform the following steps.

Step 4 Select **Process: Approve**. The document is now ready to be run.

Step 5 Select **Process: Run**.

After the document has been run, its status changes to "Accepted". The document will remain on the Document Listing (SUSF) table for a period of time. During this time period, accepted documents can be reviewed, but not changed.

PRIOR PERIOD TIMESHEET (PPER)



Batch: Document: PPER 780 0123456789

Name

Employee ID

Appointment ID

Supp Pay Cycle: Regular Run

Input Total

Computed Input Total

Event View | Overrides View

Event Date	Event Type	Amount	Supplemental Pay Cycle
/ /			Regular Run

Messages | Status: NEW | Ln 1/1 | 5:44 PM | 05/24/00

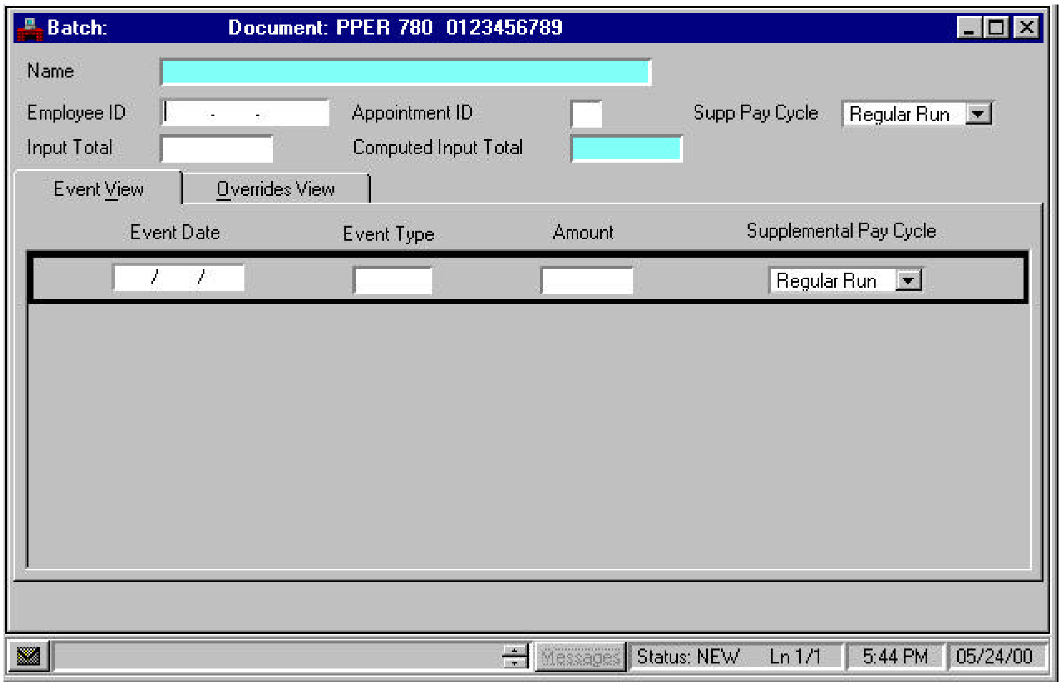
NOTES

PRIOR PERIOD TIMESHEET (PPER)

When there is a correction or revision to be made to a leave usage or pay event that has not been processed to the "Accepted" status, the timesheet entry can be reopened and changed. However, if the timesheet has already been processed to the point where it is in "Accepted" status, it cannot be opened and changed. These corrections/adjustments to events occurring in the current pay period would be entered on a new Current Period Timesheet (CPER). These corrections/adjustments to events occurring in the prior pay period would be entered on a Prior Period Timesheet (PPER). The current pay period is determined by checking the Start Date and End Date for the employee's payroll number on Pay Period (PERD). If the event date for the events entered on the timesheet is before the pay period begin date, a PPER must be used.

Remember that positive paid employees are only paid for the hours that are entered into the system. When using a CPER or PPER to make corrections to hours that were previously entered in error, only enter the difference between the hours in the Amount field. If the employee should have been paid for more hours than were previously entered, enter the additional hours on the CPER or PPER. The hours will be added in the next pay period. If the employee was paid for more hours than they should have been, enter the hours as a negative amount on the CPER or PPER. The hours will then be taken out of the next pay period.

PRIOR PERIOD TIMESHEET (PPER)



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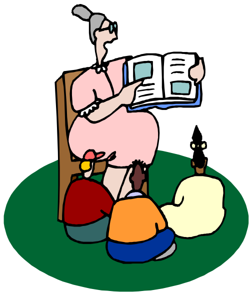

SCENARIO

The timesheet entered on the CPER earlier contained errors. The hours worked should have been 5 rather than 7 on the 1st day in the first week of the prior pay period.

PRIOR PERIOD TIMESHEET (PPER)